

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM**

TITLE OF POLICY: **APPROVAL: SUBSTITUTING COURSES FROM
ANOTHER COLLEGE OR UNIVERSITY**

ORIGINAL DATE: **OCTOBER 1972**

LAST REVIEW/REVISED: **NOVEMBER 2015**

POLICY: Current students must obtain approval from the Assistant Dean for Student Services (Pittsburgh) or the Program Coordinator (UPJ) to transfer courses taken at another college or university. Courses are transferable according to the transfer of credit policy. (see [policy #32](#)).

PROCEDURE: 1) The student is responsible for presenting the following information in advance:

- A completed request form.
- Course outline, syllabus or description obtained from the institution offering the course for review.

2) When the student completes the course, an official transcript must be submitted to Student Services (Pittsburgh), or Registrar's office (UPJ).

Approved by Total Faculty Organization: 11/15
Approved by Undergraduate Faculty Organization: 10/72,
Last Reviewed: 97-98, 00-01, 03-04, 09-10, 12-13, 11/15